



USBG Docent/Roving Docent

Division Assignment: Public Programs

Reports to:

- Elizabeth Barton, Volunteer Coordinator
- Adam Pyle, Horticulturist

Purpose: To support the USBG mission of demonstrating the aesthetic, cultural, economic, ecological and therapeutic importance of plants to the well-being of humankind by facilitating guided tours of the Conservatory and National Garden as well as informal encounters throughout the Garden.

Primary Responsibilities:

- Create a welcoming atmosphere for visitor interactions and questions.
- Effectively and accurately communicate information about the USBG's mission, history and living plant collections.
- Successfully facilitate highlight tours of the Garden (45 minutes to 1 hour in length).

Qualifications:

- Interest in serving the general public and comfort with interacting with a variety of audiences
- Ability to be courteous, respectful and patient with visitors
- Good oral communication skills
- Cooperative nature, including the ability to accept instruction and correction
- Ability to adapt quickly to changing circumstances
- Professional manner and appearance

Training Provided:

*****2018 docent training will be held on Monday mornings from 9:30 a.m. – 1:00 p.m. beginning March 5th and will run for eight weeks.*****

- Successful completion of required docent training (includes attendance, advanced reading, take-home & in-class assignments/activities, practice tours and shadowing)
- Access to interpretive and other training materials
- Access to USBG public programs and horticulture staffs for additional support
- Shadowing fellow docents

Time Commitment:

- Commitment to facilitating *at least* 2 walk-up or “spotlight” tours per month
- Flexible scheduling based on volunteer’s availability
- Weekday and weekend shifts available
- Willingness to take on reserved tour requests (typically 3-4 weeks of notice is given to volunteer prior to confirming tour)

Benefits:

- Invaluable museum and customer service experience
- Opportunities to participate in continuing education at the Garden
- Participation in horticulture in-service training programs offered to volunteers in Washington D.C. area
- Participation in USBG public programs for free or at reduced rates on a space-available basis
- Participation in USBG-sponsored volunteer appreciation events